



# GENERAL OPERATIONS MANUAL

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This General Operations Manual has been written for use by all YAF aircrew and maintenance crewmembers in the course of their duties of maintaining, and operating YAF aircraft.

All YAF members engaged in flight and maintenance operations are required to be familiar with this manual and will comply with its contents. The Director of Flight Operations will ensure that a copy of this manual is kept aboard all YAF aircraft. All YAF crew members are expected to maintain this manual in an up to date status. The manual will also be posted to the flight operations web page.  
<https://sites.google.com/yankeeamuseum.org/flightops>

A copy of this manual, including all changes and updates, has been furnished to and has been coordinated with the East Michigan FSDO.

This manual is applicable to all flight operations including sightseeing LOAs and Living History Flight Experience (LHFE) flights. Conflicts with existing policies or regulations or suggestions for improvement are to be brought to the attention of the Director of Flight Operations.

Jon Rule  
Director, Flight Operations  
Yankee Air Force

Kevin Walsh  
President/CEO/Executive Director  
Yankee Air Force

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OCTOBER 1, 2021

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REVISION ISSUE PAGE

## REVISION ISSUE PAGE

### REVISION 1

OCTOBER 1, 2021

- 0.1.1-A new Revision Issue Page, listing the update revision number and date is provided.
- 0.2.1-Revised “Revision Record” is provided
- 0.4.1-A revised “List of Effective Pages” is provided

## CHAPTER 1: ORGANIZATIONAL STRUCTURE AND JOB DESCRIPTIONS

- 1.5.4-Clarified language under “Qualifications: Chief Pilot/Rotorcraft”
- 1.5.5-Added “Check Pilots”
- 1.5.6-Changed “POI” to “PMI”
- 1.5.6-Added requirement for DM to approve and/or purchase all aircraft parts
- 1.5.7-Clarified “Cabin Crew” language
- 1.5.7-Added requirement for Crew Chief to possess an FAA A&P
- 1.5.9-Clarified emergency exit language
- 1.5.10-Deleted reference to SIC on UH-1H as it is a single pilot aircraft
- 1.5.11-Added “Event/” to Flight Coordinator title

## CHAPTER 5: OPERATIONAL CONTROL OF YANKEE AIR FORCE AIRCRAFT

- Entire chapter rewritten to clarify and define Operational Control

## CHAPTER 10: AIRWORTHINESS INFORMATION

- 10.10.1-Clarified language for “Recording Deficiencies”
- 10.25.1-Clarified language for “Weight and Balance Procedures”
- 10.35.1-Clarified language for restrictions to refueling during lightning and thunderstorms
- 10.35.2-Added section on “Fuel and Oil Minimums” for each aircraft

## CHAPTER 20: PASSENGER RULES AND REGULATIONS

- 20.5.2-Corrected ceiling height AGL
- 20.10.1-Included UH-1H specific language for passenger briefing
- 20.10.1-Included language pertaining to passenger escorts
- 20.10.1-Clarified language as to who can give the passenger briefing
- 20.10.1-Refers to returning to seats in fixed wing aircraft, not UH-1H
- 20.10.2-Clarified language pertaining to required minimum child size for rides
- 20.10.5-Added reference to “during passenger flights.”
- 20.35.1-Spelled out “Flight Incident Report”

## CHAPTER 30: EMERGENCY EVACUATION

- 30.5.2-Clarified language to include operation of emergency exits



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#### CHAPTER 40: STANDARDIZATION OF OPERATIONS

- 40.10.1-Clarified title language to include “Approved” Checklists
- 40.15.1-Retitled “Air Show Restrictions” to “Air Show Requirements/Restrictions”
- 40.15.1-Clarified language on attendees for air show briefings

#### CHAPTER 50: ACCIDENTS, INJURIES, NOTIFICATIONS

- 50.5.2-Removed reference to “Outreach Coordinator”
- 50.15.1-Spelled out “Flight Incident Report” and “Hazard Incident Report” for Reporting
- 50.25.1-Spelled out “Flight Incident Report” and “Hazard Incident Report” for Pilot Deviation Notifications
- 50.30.1-Removed language pertaining to B-17, B-25 and UH-1H pertaining to LHFE exemption

#### CHAPTER 80: APPENDICIES

- 80.2.2-APPENDIX #2: Removed language pertaining to use of multiengine CFI to accomplish flight checks
- 80.4.1-APPENDIX #4: Added Huey PIC and SIC requirements
- 80.4.2 to 80.4.8-Removed training requirements for fixed wing and UH-1H aircraft. These will instead be listed in the Training Manual
- 80.4.2-Removed all SIC references pertaining to UH-1H aircraft.

#### CHAPTER 90: ATTACHMENTS

- 90.1.8 – ATTACHMENT 100F-UH-1H Cabin Crew Training Record



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REVISION RECORD

Record of Revisions

REVISION NUMBER	DATE OF REVISION	BY
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1	OCTOBER 1, 2021	GLB



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ORGANIZATIONAL STRUCTURE  
AND JOB DESCRIPTIONS

# **Organizational Structure And Job Descriptions**



## ORGANIZATIONAL STRUCTURE AND JOB DESCRIPTIONS

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### **Yankee Air Force Organizational Structure and Job Descriptions**

- Chairman of the Board of Directors – Ray Hunter
- Executive Director – Kevin Walsh (Paid Position)
- Director of Flight Operations – Jon Rule
- Assistant Director of Flight Operations – Ray Hunter
- B-17 Chief Pilot – Gene Wedekemper, B-17 PPE, A&P, IA
- B-25 Chief Pilot – Bill Clark, B-25 DPE, C-47 DPE
- C-47 Chief Pilot – Grant Schwartz, A&P
- Trimotor Chief Pilot – Cody Welch
- UH-1H Chief Pilot – Jim Wise
- Director of Maintenance – Paul Hakala A&P, IA (Paid Position)
- Lead Mechanic – Paul Hakala A&P, IA (Paid Position)
- Assistant Lead Mechanic – Angel Estrada A&P (Paid Position)
- Crew Chiefs
- Cabin Crew
- Safety Officer – Randy Hotton, C-47 PPE
- Pilot in Command
- Second in Command
- Flight Coordinator

### **Duties and Responsibilities and Job Qualifications.**

The duties, qualifications, and responsibilities of the following YAF positions are as follows:

#### **Board of Directors**

- “The board is responsible for overall policy and direction of the corporation. The board delegates responsibility of day-to-day operations to the President/CEO/Executive Director and committees.” (YAF By-Laws)
- Provides resources necessary for operation of the museum and its departments.

**President/CEO/Executive Director - Qualifications:** As determined by the Board of Directors

- Carries out the day-to-day activities of the Yankee Air Force.
- Supervises paid staff and volunteers.
- Oversees activities of the Flight Operations Department.





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### Director of Flight Operations

**Qualifications:** Must hold an airline transport pilot certificate and must be typed in at least one aircraft being operated by the Yankee Air Force and have at least six (6) years' experience as pilot in command of an aircraft operated under 14 CFR Part 121, Part 135, Part 91 or comparable military experience. Must have served as a Yankee Air Force pilot for at least five years.

- Reports to the President/CEO/Executive Director.
- Designates and supervises all chief pilots.
- Interviews pilot applicants and coordinates initial training of newly appointed pilots to assure complete and total understanding of duties and responsibilities.
- Maintains email communications network and FLTOPS web site.
- Prescribes and coordinates ground and flight training requirements.
- Participates and assists in instruction during annual ground schools for all aircraft.
- Oversees scheduling of air crews for airshow flying and for proficiency training flights to ensure currency and equitable distribution of flying time.
- Maintains complete and current flight records on all pilots.
- Recommends improvements in equipment and procedures.
- Prescribes and assists in development of aircraft checklists.
- Provide oversight of the LHFE and LOA programs and their compliance.
- Ensures that all flight operations are conducted safely and in compliance with all Federal Aviation Regulations, the General Operations Manual, and YAF policies.
- Responsible for upkeep and distribution of this General Operations Manual.
- Acts as point of contact with East Michigan FSDO. Informs local FSDO of all training, check rides, and ground instruction.
- Coordinates all activities with the Director of Maintenance.

### Assistant Director of Flight Operations.

Qualifications: Same as Director of Flight Operations

- Assists the DFO and acts in the absence of the DFO.

### Chief Pilots/Instructor Pilots/Instructors

**Qualifications, Chief Pilot/Fixed Wing:** Must hold an Airline Transport Pilot certificate and must be typed in the aircraft and acts as PIC in the aircraft assigned



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**Qualifications, Chief Pilot/Rotorcraft:** Commercial pilot with Rotorcraft-Helicopter Rating with previous experience in aviation management as a chief pilot, director of operations, instructor, or line check airman, or comparable military experience. He may be designated as an FAA Check Airman.

Each Chief Pilot for each YAF aircraft will report to the Director of Flight Operations or the Assistant Director of Flight Operations. Each will:

- Establish a communications network with pilots. Crew Chiefs and Cabin Crew.
- Develop and assist in teaching annual aircraft specific ground refresher training.
- Set initial and ongoing pilot qualifications and assist in selection of new pilots.
- Establish and monitor current pilot qualifications.
- Monitor LHFE and LOA ride programs, (B-17, B-25, C-47, UH-1H, Trimotor) to include pilot training/currency, exemption status, and FAA notification.
- Assist DFO in maintenance of pilot records, track pilot flight time and currency.
- Coordinate flying schedule with Director of Maintenance.
- Supervise flight crew personnel and select flight and ground instructors.
- Conduct or supervise all training activities of flight crew personnel.
- Advise the Director of Flight Operations regarding the training of flight crew personnel.
- Assist the Director of Flight Operations in formulating operations policies, coordinates those policies, and coordinates operations and training.
- Ensure that all aircraft are properly equipped for applicable operations.
- Disseminate information to all crewmembers pertaining to YAF policies and regulations.
- Maintain proficiency as Pilot-in-Command.
- Schedule flight crewmembers, including assigning Pilot-in-Command duties.
- Submit all reports regarding flight personnel to the Director of Flight Operations.
- Ensure that all flight crew personnel are certified and supervised according to the requirements specified in the Federal Aviation Regulation.



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### **Instructor Pilots/Instructors/Check Pilots**

**Fixed Wing Instructor Pilots:** Must hold an Airline Transport Pilot certificate and must be typed the aircraft in which instruction will be administered. IPs must be current Certified Flight Instructors, holding appropriate FAA Instructor Certificates.

**Rotorcraft Flight Instructors:** Commercial pilot with Rotorcraft-Helicopter Rating and current Certified Flight Instructor-Helicopter and Instrument, holding appropriate FAA Instructor Certificates with previous experience as a rotary-wing instructor.

**Instructors:** Must be experienced in a classroom setting or have previous comparable military experience.

- Report to the Chief Pilots, duties as required.



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## **Director of Maintenance**

**Qualifications.** Must hold an Airframe and Powerplant certificate with Inspection Authorization. Requires four years' experience maintaining Yankee Air Force aircraft or comparable military experience.

- Reports to the President/CEO/Executive Director.
- Is responsible for all maintenance and inspection personnel.
- Ensures that YAF aircraft are maintained in an airworthy condition.
- Ensures that all inspections, repairs, and component changes are accomplished in accordance with manufacturers or FAA approved procedures.
- Ensures compliance with maintenance procedures, airworthiness directives, service bulletins, service letters, and applicable Federal Aviation Regulations.
- Establishes training programs for the maintenance program
- Ensures all maintenance technicians are trained and current on the types of aircraft for which approved.
- Ensures that all maintenance technicians are supervised according to the requirements specified in the Federal Aviation Regulations.
- Coordinates with maintenance contracting agencies when maintenance activities are being performed on company aircraft.
- Provides the Director of Flight Operations with the current airworthiness status of the aircraft and the forecast down times to facilitate maintenance scheduling and insure timely deferral or correction of aircraft discrepancies.
- Maintains a close liaison with manufacturer's representatives, parts supply houses, repair facilities and the FAA.
- Makes available to maintenance personnel the necessary overhaul manuals, service bulletins, service letters, airworthiness directives, applicable sections of this manual, and any other required technical data.
- Maintains all necessary work records and logbooks, including certification in the aircraft permanent maintenance records that the aircraft is approved for return to service.
- Maintains the weight and balance records for all aircraft.
- Maintains and coordinates Approved Inspection Programs with East Michigan FSDO and acts as liaison with EM FSDO Maintenance PMI.
- Responsible for approval of and purchaser of all require aircraft parts.



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### **Lead Mechanic**

- Reports to the Director of Maintenance.
- Supervises the activities of all maintenance personnel.
- Maintains parts and stock inventories for all aircraft.
- Coordinates the activities of the Department of Maintenance.
- Acts in the absence of the Director of Maintenance.

### **Crew Chiefs (B-17, B-25, C-47, Ford Trimotor, and UH-1H)**

- Report to the Lead Mechanic.
- Conduct and supervise all maintenance of their respective aircraft.
- Maintain aircraft records such as OUT, OFF, ON and IN times as required.
- May act as a mandatory required crew member during flight in B-17, B-25, and UH-1H LHFE flights or C-47 and Trimotor LOA flights.
- Assist flight crews during ground and in-flight operations.
- Assist in passenger briefings and passenger boarding and egress during normal and abnormal situations.
- Assist Ramp Crew as required to maintain safety of passengers.
- Must possess an "FAA Airframe & Powerplant License" as a minimum requirement.

### **Cabin Crew**

- Report to Crew Chief or PIC as appropriate
- Assist with maintenance and line servicing tasks as assigned.
- May act as a mandatory required crew member during flight in B-17, B-25, and UH-1H LHFE flights or C-47 and Trimotor LOA flights.
- Assist flight crews during flight and ground operations.
- Conduct passenger briefings and passenger boarding and egress during normal and abnormal situations.
- Assist Ramp Crew as required to maintain safety of passengers.

### **Ramp Crew**

- All ramp crew members report to the Director of Maintenance.
- All ramp crew and ground personnel will be trained in accordance with the provisions of Appendix 1 of the YAF Maintenance Training Manual with specific emphasis on the use of fire safety equipment, cockpit to ground hand signals, marshalling procedures and ramp safety.
- All ramp crew members will assist with passengers while the ramp is active.



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### **Safety Officer**

- Reports to the President/CEO/Executive Director
- Coordinates the implementation, maintenance, and integration of the SMS.
- Ensure safety promotion throughout Flight Operations Department.
- Maintains, reviews, and recommends revisions to the SMS for YAF.
- Regularly reports on the performance of the SMS to the Director of Flight Operations, President/CEO/Executive Director and Board of Directors.
- Facilitates hazard identification and safety risk analysis.
- Monitors the effectiveness of risk controls.
- Maintains the confidential hazard reporting system.
- Investigates of any event reported via the hazard reporting system.
- Remediates, if necessary, any personnel involved in a reported safety-related event.
- Provides feedback on all reports submitted through the hazard reporting system.
- Develops and maintains Safety Risk Management procedures.
- Conducts Safety Risk Assessments, as necessary.
- Monitors the effectiveness of safety risk controls.
- Distributes aviation safety information through the FLTOPS web site.
- Reviews the Emergency Response Plan.
- Annually assesses the organization's safety culture.
- Chairs the Safety Review Committee.



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### Pilot in Command (PIC)

- For bomber transport category airplanes, must have 5,000 total time, 2,500 multi engine, 2,000 multiengine PIC, and 25 hours in type. These desired minimum qualifications are waiverable. Highly qualified pilots must submit a written application and flight resume to the Chief Pilot of the aircraft involved. This application must be approved by the Chief Pilot, Director of Flight Operations, the Safety Officer, and the President/CEO. See appropriate guidelines for UH-1H (Appendix 4) and Ford Trimotor (Appendix 3).
- Determines personal fitness for duty and that of all crew members, i.e., rest, etc.
- Flight Risk Assessment
  - All flights involve some risk.
  - The final decision on flights is always left to the individual pilot.
  - A Flight Risk Assessment Guide is attached to this manual.
  - This suggested guide may be used as a self-assessment tool to help pilots plan and manage risk scenarios accordingly.
  - Individual development of specialized checklists involving personal minima is highly encouraged.
- Conducts flight planning to include purpose of the flight, weather, special instructions, altitude, terrain, range, weight, fuel requirements, cruise control data, airport facilities, and navigational aids.
- Ensures proper navigation and communication equipment, charts and materials required by applicable FARs are on board the aircraft prior to departure.
- Ensures aircraft preflight inspection to include W&B, proper loading, briefing, and security of passengers.
- Reviews Aircraft Flight Log and passenger manifest prior to flight.
- Ensures provisions for passenger comfort.
- Maintains comprehensive knowledge of the YAF General Operations Manual, FARs, NTSB reporting requirements, FAA LHFE/LOA Documents, Aircraft Flight Manuals, and all other pertinent material.
- Shall assign a crewmember or passenger prior to departure to assist any person who may need the assistance of another person during possible emergency evacuation of the aircraft.
- Shall conduct or verify the briefing of all passengers as required by FARs, LHFE FAA exemption and LOA as appropriate. The briefing shall also include the use of safety belts, safety and fire extinguishing equipment on the aircraft and precautions to be taken while moving around during flight, and the location and operation of all emergency exits.
- Shall assure all aircraft operations are conducted utilizing the YAF checklist procedures. Shares flight time with SIC to ensure currency and experience.
- The Pilot in Command will check in as required with the Director of Flight Operations, Chief Pilot, or Director of Maintenance to report any aircraft issues.



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## **Second in Command (SIC)**

- For bomber transport category airplanes, must have 1,500 total time, 250 multi engine, and 25 hours of tailwheel time for B-17 and C-47. These desired minimum qualifications are waivable. Highly qualified pilots must submit a written application and flight resume to the Chief Pilot of the aircraft involved. This application must be approved by the Chief Pilot, Director of Flight Operations, the Safety Officer, and the President/CEO.
- All SICs report to the appropriate Chief Pilot when not flying. When flying, SICs are responsible to the PIC.
- Flight Risk Assessment
  - All flights involve some risk.
  - The final decision on flights is always left to the individual pilot.
  - A Flight Risk Assessment Guide is attached to this manual.
  - This suggested guide may be used as a self-assessment tool to help pilots plan and manage risk scenarios accordingly.
  - Individual development of specialized checklists involving personal minima is highly encouraged.
- SICs will assume command of the aircraft if the PIC becomes incapacitated. SICs will maintain a comprehensive knowledge of the duties and responsibilities of the PIC.
- SICs will perform duties as required to assist the PIC in the safe operation of the aircraft. SICs will be familiar with and subscribe to Crew Resource Management procedures and notify the PIC of all unsafe practices, situations, or deviations.
- All SICs will maintain a comprehensive knowledge of the YAF General Operations Manual, FARs, NTSB reporting requirements, LHFE/LOA specifications, Aircraft Flight Manuals, and all other material pertinent to his/her duty position.





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### **Event/Flight Coordinator**

- Is the liaison between YAF and the show site host.
- Acquires flight passenger lists from the Air Adventure Sales department for upcoming ride activity and ensures that all information is correct, i.e., age, etc.
- Sets up table for each flight date with appropriate flight and marketing information.
- If rider is walk-up, has rider fill out information sheet with all pertinent information, i.e., Name, address, phone, email, credit card (last 4 digits), etc. and collects money for the ride, i.e., cash or credit card. (If ride is prepaid, this information and money has been collected by the Air Adventure Sales department.)
- Checks in each rider, verifying ID, getting signature on Liability Waiver and giving boarding pass on lanyard.
- Creates two (2) Flight Manifests, keeping one (1) and giving the second to the Cabin Crew Member assigned to that flight.
- Prepares an accounting form showing sources for all funds and turns it into the Accounting department.
- Upon completion of the flight date, turns all paperwork into Air Adventure Sales staff to be filed.

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OPERATIONAL CONTROL OF  
YANKEE AIR FORCE AIRCRAFT

# **OPERATIONAL CONTROL OF YANKEE AIR FORCE AIRCRAFT**

GENERAL OPERATIONS MANUAL



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## **Yankee Air Museum Operational Control**

This section of the GOM contains the museum's instructions and policy on maintaining operational control of the museum aircraft. Following are the names and titles, and phone numbers of each person authorized to exercise operational control.

1. President and CEO Kevin Walsh 734 637-8880
2. Director of Flight Operations Jon Rule 734 717-0515
3. Assistant Director of Flight Operations Ray Hunter 734 645-3187
4. Chief Pilot B-17 Gene Wedekemper 517 376-1021
5. Chief Pilot C-47 Grant Schwartz 248 895-5723
6. Chief Pilot B-25 Bill Clark 734 730-4350
7. Chief Pilot UH-1H Jim Wise 734 740-4647
8. Chief Pilot AT-4 Trimotor Cody Welch 586 946-5381
9. Pilots in Command Various

Positions 1 through 8 are administrative management and are "first tier" positions in the organization's structure. Individuals in the first tier schedule all flights by assuring that aircraft are airworthy, airports are suitable, flights are in accordance with the museum mission, and flight crews are qualified in accordance with the provisions of this GOM and other manuals. The first tier follows and monitors the operation as it is being conducted by the second tier which are the Pilots in Command (PICs) and their flight crews. The second tier shares operational control with the first tier. This system ensures that one person has overall authority regardless of the position/person exercising operational control.

When the PICs are exercising operational control, they may not delegate the exercise of operational control to any other person.

The museum serves various contractual clients under its Eastern Michigan FSDO Letter of Authority and its FAA Living History Flight Experience programs. Situations may arise whereby a client desires to deviate from the provisions of a contract. The PIC will not under any circumstance relinquish operational control to any client, but may deviate only with permission of an individual in the first tier.

Other situations may require the PIC to make in-flight deviations. They are: (1) in the case of an emergency; (2) ATC re-routes; (3) weather conditions; (4) destination airport unsafe; (5) or any circumstance that the pilot in command determines to be unsafe. Should the PIC exercise the authority to make in-flight deviations he/she shall notify the Chief Pilot or other first tier individuals as soon as possible after landing.



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## **Initiating/Scheduling Flights**

**Airport Suitability/Requirements.** First tier individuals determine airport suitability, i.e., runway/taxiway length width, fuel availability, and other factors.

**Flight Crew Qualifications.** Flight crew records are available in the Flight Operations Department. They contain training records, check ride documentation, pilot certificates, medical certificates, insurance forms, and other documents. These records will be used by first tier individuals to assess flight crew qualifications and currency prior to the initiation or scheduling of any flight by museum aircraft.

**Aircraft Requirements.** All aircraft flown will be owned by the museum and remain in legal and actual possession of the museum. There may be cases where museum flight crews fly aircraft belonging to other organizations. These situations will be carefully coordinated with all agencies concerned. Prior to any flight museum aircraft must be cleared for flight by the Director of Maintenance.

**Aircrew Preflight.** The pilot in command must evaluate all information in preparation for flight. The pilot in command is responsible for complying with 14 CFR part 91 91.103.

**Preflight Actions.** These actions include but are not limited to:

1. Weather and NOTAMS.
2. Fuel requirements.
3. Current electronic navigation information or navigation charts.
4. Publications.
5. Diplomatic clearances and/or special procedures briefings, e.g., Washington DC procedures, Air Adventures at Oshkosh.
6. Weight and balance information.
7. Current maintenance status of the aircraft to include, preflight documentation, open discrepancies, accurate and complete flight log.

**Canceling Flights.** Prior to initiating a flight, the venue client or first tier members may cancel a flight. The pilot in command may also cancel a flight at any time he/she determines that the flight cannot be conducted safely in compliance with museum policies, and procedures, or Federal Aviation Regulations.



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## **Flight Following**

Flight following is an essential and critical element in operational control of museum aircraft. Chief Pilots are “first tier” managers and are responsible for tracking all flights of their assigned aircraft. PICs share in this responsibility by way of prompt notification of flight activities to Chief Pilots or others.

Flight schedules are published by the museum and updated as changes are made. Other sources of flight information may be found at the museum web site or the Google Drive calendar. Flight Aware is available for tracking museum aircraft. If Chief Pilots are involved in the flights or otherwise unavailable, PICs will provide notifications to the Assistant Director of Flight Operations or other first tier individuals. Notifications may be by phone, email, or text, but all notifications must be acknowledged.

Notifications are required for the following examples and will include aircraft status. Other information may be included such as time flown, flights completed, and number of paid passengers.

**Enroute Flights.** Provide notification after landing following a flight from YIP or any other location. (Example Willow Run to Port Clinton to conduct LOA or LHFE Flights, enroute refueling stops, or flights between venues.)

**End of Day/Mission Flights.** Provide notification after completing a series of LOA or LHFE Air Adventure flights, or final flights of the day of any type, including training flights or check rides. (Example, Air Adventure flights at Willow Run or final landing at any venue).



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## **Safety Management System**

The Yankee Air Force Flight Operations Department recognizes the critical nature of a Safety Management System (SMS). Therefore, YAF is committed to an effective SMS and to its continuous improvement. All crew members, volunteers, and paid employees in the department have the responsibility to perform their duties and activities in the safest practical manner. YAF has established specific safety-related objectives and to ensure that these are met, monitored, measured, and tracked.

- YAF is committed to developing, maintaining, and providing a strong Safety Culture through process review, continued process improvement and documentation of the safety process.
- YAF will commit the necessary financial, personnel and other resources for this purpose.
- YAF will maintain an established confidential reporting system to report all hazards, accidents, incidents, and safety issues. As a component of the SMS, YAF is committed to an established emergency response procedure and plan that provides for the safe transition from normal to emergency operations.
- YAF will convey this expectation through postings, emails, meetings, and other means to ensure awareness of the organization's SMS and our safety policy.
- The SMS is designed to prevent accidents and maintain a strong safety culture. YAF will manage the SMS so that hazards are identified and mitigated to prevent accidents.



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## OPERATIONAL CONTROL OF YANKEE AIR FORCE AIRCRAFT

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### **Training**

The limited availability of airframe and engine hours must be focused on individuals already qualified and it is extremely desirable that pilot crews have recent experience in the type aircraft. To that end, no instruction may be given in any YAF aircraft except that needed for YAF flight operations. Training may only be provided to those individuals already possessing appropriate Category and Class ratings and this training should be provided for the following:

- ATP and/or Type rating to act as PIC or SIC and when upgrading from an SIC in the same airplane,
- Required FAA training for initial and recurrent DPE/PPE designation.

Pilots will receive annual training for each aircraft as described in Appendices 2, 3, and 4 to this manual.

Safety Officer will provide annual training on the SMS program for operational personnel and review the pertinent safety recommendations and recent changes to the program.

YAF will maintain records of training and testing sessions in a manner acceptable to the East Michigan FSDO to include the name of the instructor conducting the training, date, location, length of session, aircraft, and student and instructor signatures.





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AIRWORTHINESS INFORMATION

# **AIRWORTHINESS INFORMATION**

GENERAL OPERATIONS MANUAL



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## **Maintenance Checks**

All maintenance will be conducted in accordance with the YAF AAIP maintenance program, or other approved maintenance program, for each individual aircraft as approved by the FAA.

Under the provisions of the YAF FAA approved maintenance program, a maintenance preflight is required to be performed IAW the approved aircraft maintenance program. This inspection will be documented in the aircraft logbook.

A licensed YAF mechanic or a designee may perform daily service checks on the aircraft and will report accomplishment of these checks to the PIC. The PIC is responsible to ensure all necessary preflight checks have been accomplished and documented in the aircraft logbooks on a daily basis.

Because of the seasonal nature of the Yankee Air Force flight activities (May through October) most of the concentrated maintenance is performed during the winter months. It is, however, necessary to determine with the Lead Mechanic or Crew Chief whether the flight or series of flights can be completed without any required inspection coming due before the aircraft returns to home base.

Under no conditions will a PIC commence a flight if any required inspection time has been exceeded or open maintenance discrepancy write ups exist.



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## **Recording Deficiencies**

All mechanical irregularities discovered prior to, during or after a flight will be entered into the aircraft logbook and brought to the attention of the Crew Chief, the Lead Mechanic, or the Director of Maintenance after the flight.



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### **Maintenance away from Willow Run**

If the aircraft requires preventative maintenance, or maintenance discrepancy sign off, while away from the home base, the Pilot-in-Command (PIC) will contact appropriate YAF maintenance personnel.



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## AIRWORTHINESS INFORMATION

### **Weight and Balance Procedures**

Before each flight, the PIC will:

- Assure weight and balance forms have been computed for all normal and standard combinations of crew, passengers, and fuel and cargo loads, and are kept on board all aircraft and are reviewed as necessary.
- Verify the gross takeoff weight, gross landing weight and the actual center of gravity for the loaded weight.
- Determine that these calculated values fall within the manufacturer's allowable weight and balance limits for the aircraft.
- In the event of a non-standard loading condition the Pilot-in-Command must complete a Weight and Balance form for the flight to be conducted.



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AIRWORTHINESS INFORMATION

## **Passenger Manifest/Releases and Crew List**

The flight coordinator will prepare a manifest prior to each flight. YAF will keep a copy of the manifest and passenger list on file for 30 days. Signed and witnessed passenger releases will be kept for a period of seven years.

The load manifest shall include at least the following items:

- Date and scheduled time of departure and destination.
- The number and names of passengers.
- Crew members and their position assignment.



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## AIRWORTHINESS INFORMATION

### Aircraft Fueling Procedures

All refueling will be made from appropriate aviation fuel source. Crew members will double check the truck or hydrant to ensure it is labeled 100LL for the fixed wing aircraft or Jet A, as appropriate for the UH-1H.

The Pilot-in-Command (PIC) will determine the amount and type of fuel that will be required for the scheduled flight and place the order for it with the Crew Chief or designee.

The person fueling the aircraft will:

- There will be no fueling with engines running or rotors turning.
- Ensure that the aircraft is grounded and that all cell phones are turned off.
- Ensure refueling is not attempted within 5 miles of any lightning or within five to ten miles of a thunderstorm. ASOS will code VCTS if thunderstorms are within five and ten miles of the ASOS.
- Ensure that refueling does not take place inside a hangar.
- Disembark all passengers and ensure they will not approach within 100 feet of the aircraft until refueling has been completed.
- Verify that all aircraft electrical switches are placed in the off position prior to fueling and remain so for the duration of the fueling procedure, unless otherwise required for the refueling operation.
- Verify that a fire extinguisher is available in the immediate vicinity.
- Ensure that no person smokes, and that there is no lighted flame or spark within 100 feet of the aircraft.

After the refueling operation is completed, and prior to flight:

- Verify that the fuel and oil caps and access doors are closed and secured.
- Take fuel samples as required.



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## AIRWORTHINESS INFORMATION

### Fuel & Oil Minimums

**B-17** – The total fuel capacity of the B-17 is 425 gallons per engine or 1700 gallons. Minimum fuel for dispatch is 500 gallons distributed equally in the four tanks. This amount will allow sufficient time of approximately 45 minutes to manually crank all three landing gear down should that be necessary. Oil capacity is 37 gallons per engine tank. Minimum oil for dispatch is 25 gallons per engine tank.

**B-25** – The total fuel capacity of the B-25 is 672 gallons. Minimum fuel for dispatch is 250 gallons. Oil capacity is 31.4 gallons per engine tank. Minimum oil for dispatch is 19 gallons per engine tank.

**C-47** – The total fuel capacity of the C-47 is 802 gallons. Minimum fuel for dispatch is 60 gallons in each of two tanks. Oil capacity is 29 gallons per engine tank. Minimum oil for dispatch is 25 gallons per engine tank.

**Ford Trimotor** – The total fuel capacity of the Ford Trimotor is 297 gallons of 100LL in three separate tanks. Minimum fuel for dispatch is 30 gallons of fuel in each tank, or 35 gallons in each outboard tank and 20 gallons in the center tank.

Oil capacity is 9 gallons per engine tank. Minimum oil for dispatch is 5.5 gallons in each tank.

**UH-1H** – Total fuel capacity for the helicopter is 209 gallons or 1400 lbs, of which 206 gallons are usable. The 20 MINUTE FUEL caution light will illuminate when there is approximately 170 pounds remaining. The illumination of this light does not mean a fixed time remains before fuel exhaustion, but is an indication that a low fuel condition exists. Maximum dispatch fuel is 180 gallons or 1200 lbs. This amount of fuel will ensure that the helicopter is 200 lbs below MGWTO with 13 occupants on board at an average weight of 200 lbs per occupant. Minimum oil capacities for the turbine engine, the transmission, and the tail rotor gear boxes are determined by sight glass gauges.





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# **PASSENGER RULES AND REGULATIONS**



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## **Passenger Flight Rules and Restrictions**

LOA and LHFE flights must be conducted under the parameters listed below.

- Ceiling minimum to originate a flight is 1,500' AGL, with a minimum visibility of 3 statute miles. If during a flight, the weather becomes less than 1,500 AGL or 3 statute miles, the flight must return to the departure airport.
- Flights must be conducted between the hours of official sunrise and sunset.
- Flights must depart from and return to the same airport. Flights must remain within a 50 statute mile radius from the departure airport. Flights may be conducted beyond 25sm up to 50sm. In this case, weather must be at least 2,000' AGL and 5 statute miles for such operations. If the weather becomes less than 2,000' AGL or 5 statute miles the flight must return to the departure airport. Forecasts for such flights cannot be PROB, BECOMG, or TEMPO. Landings at alternate airports are allowed due to weather conditions, crew or passenger incapacitation, an emergency or in any other situation the PIC deems necessary due to safety concerns.
- Passengers may not manipulate the controls or interfere with the flight crew.
- Formation flights are prohibited with paying passengers on board any YAF aircraft. All formations will be briefed prior to flight per Appendix 1.



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## **Passenger Briefings**

The following passenger handling procedures will be in effect any time LOA or LHFE flights are conducted. These flights will only be conducted when there are trained ramp and security workers available. These personnel will consist of any combination of the following:

- Yankee Air Force flight crew members
- UH-1H Landing Zone (LZ) Manager
- UH-1H Yankee Air Force Trained Loaders/Unloaders and Escorts
- Yankee Air Force Security Department staff in uniform
- Yankee Air Force Trained Ramp Crew in uniform
- Local Airport Security and FBO employees.
- Air show and/or special event personnel

Passengers will be escorted to and from the aircraft and/or helicopter by one or more of the people listed above.

## **General Briefings All Aircraft**

Passengers will be given an oral safety briefing prior to starting engines or prior to approaching the aircraft or helicopter in the case of a hot turn. The general briefing (modified for each specific aircraft) shall be given by the Pilot in Command, Crew Chief, Cabin Crew, LZ Manager or Safety Briefer. The briefing will cover the following:

- Smoking and vaping is prohibited on any ramp, hangar or AOA near the aircraft.
- Use of safety belts. Each passenger shall be briefed on when, where, and under what conditions it is necessary to have his or her safety belt fastened about him or her.
- This briefing shall include a statement that Federal Regulations require passenger compliance with crewmember instructions regarding these items.
- Location of normal and emergency means for opening the passenger entry door and/or emergency exits, and that except in the case of an emergency, these doors are to only be opened and closed by a crewmember.
- Location of first aid kits and fire extinguishers
- Location of air sickness sacks
- That if an emergency takes place in fixed wing aircraft, return to their seats and follow the instructions of the crewmembers.
- Inform passengers if aircraft is certified in the limited or experimental category, if applicable and that the FAA has not established manufacturing standards for said category aircraft. In contrast, standard category airworthiness certificated aircraft are manufactured to FAA-approved standards, including standards addressing the design of the aircraft and life-limited parts.



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## **C-47 Specific Rules and Briefings**

The C-47 will be limited to 12 passengers. The aircraft is configured in WW II paratrooper seating with seats facing the center. Every approved seat for taxi, takeoff and landing will have a cushion and FAA approved safety belt. All passengers must have an assigned seat with a seat belt. All passengers carried aboard the C-47 aircraft must be able to enter and egress the aircraft with minimal assistance.

The loading of passengers with the #2 (right) engine running for a quick turn-around is permitted. This would only be done when the boarding door is facing in the direction from which the passengers would approach the airplane. In this case there would need to be adequate people listed above to secure the area around the boarding zone to ensure no one moves from the left side of the airplane or under the airplane while the #2 engine is running. This could be a combination of ramp control and other barriers, such as fencing or roped off areas to control people moving to and from the airplane.

Passengers will be given a C-47 specific detailed oral safety briefing. The briefing shall be given by the Pilot in Command or his designated representative. The briefing will cover the following:

- Passengers will specifically be instructed to enter and exit the aircraft facing the fuselage and to use the hand holds.

Passenger loading/unloading will not take place with the left engine running.

Passengers will be screened as to height, weight, and age. If a child is required to be in a child/booster seat, they are not authorized to be passengers.



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## **Ford Trimotor Specific Rules and Briefings**

The Ford is limited to 9 Passengers in the Main Compartment PLUS 1 in the Co-Pilot Seat. The aircraft is flown single pilot.

- **Briefings**
  - Passenger Briefing is performed by Ground staff in an assembled briefing area prior to departure. Particular emphasis is given to egress through the emergency hatch (in event the plane is on its nose with tail in the air) and the Main Cabin door which is primary means of egress and ingress. Further, passengers will be advised to watch head clearance with the main cabin door. The standard briefing includes seat belt use, seat worn belts at all times, no walking about once seated, no smoking, emergency evac, Door handle ops, location of Mounted fire extinguisher, camera use, Air sickness bags. Passenger briefing cards will be found in every seat back and the forward bulkhead.
- **Boarding**
  - The Ford has a box shaped step wide enough to accommodate passenger's entry and exit. The ground crew will remove the box and store it with the loose fire extinguisher until the next arrival.
- **Fire Guard & Starting**
  - A Fire Guard/Starter is required for all starts except for enroute ferry where none is available. The procedure is to signal the captain from his/her 9:30 position. Once the #1 Engine is running steady, the Fire Guard moves in a wide arc well clear of the nose to the 2:30 position, establishes eye contact with the captain and signals clear to start #2 when assured of no threats. The same procedure is repeated with #3. When #3 is running smoothly the captain will look to the Fire Guard for a salute indicating clear to taxi or a directional indication of a traffic conflict which may be accompanied by a signal to hold position. The Trimotor has restricted cockpit visibility and its Pilot depends on the Ground crew for enhanced situational awareness. Eye contact between the Fire Guard and Captain is essential at all times. The Yankee Ford does not do 2 engine 'Hot' turns. All three engines will be off prior to each passenger boarding. Fire Guard and Ground volunteers shall be trained by the captain at the beginning of any ride event.
- **Right seat passenger considerations**
  - Due to the limited Cockpit space and the large step up, Captains must be consulted if there are any questions as to the prospective Right seater's physical ability to enter the cockpit and to be able to exit in an emergency. Overweight and mobility challenged individuals will not be good candidates to negotiate the awkward entry configuration. The captain needs to be assured that he can get



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full elevator travel. This is difficult with corpulent individuals. Captains shall brief the passenger in the right seat as to expectations and limitations, what not to touch, when it's OK to use a camera, when it's OK to speak to the Captain and Emergency procedures. The right seater always enters the aircraft first during boarding. The right seater cannot operate flight controls.

- **Ford Hangar Storage policy**

- The Ford is very vulnerable to high winds on the ground. A 40K wind gust will fully extend the struts thanks to the high lift wing. EAA's aircraft was destroyed in '73 when it was flipped upside down (despite being roped to the ground) by a nasty microburst. As a result, it is policy that the Ford is not only hangared every night BUT if threatening weather develops during the day it must be proactively put away. The Ford will not land at an airport, even for a fuel stop, unless advance hangar availability has been assured. This complicates tour planning because the plane has a 74' wingspan and few small GA airports have 80' hangar door widths. The airplane can be 'spun' into a 65' wide door as long as the internal hangar dimensions are 80' wide x 60' deep. 'Spinning' the plane into a hangar with a 65' door is a Manual operation. Captains who are trained in the method are the only ones authorized to conduct the operation. Normally 4-6 ground volunteers are required with 3-4 pushing and 2 serving as wing tip spotters.



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## **UH-1H Specific Rules and Briefings**

The UH-1H will be limited to 10 passengers with a minimum crew of 3. Pilots will perform a hover power check prior to takeoff. MGTWO of 9,500 lbs or performance limitations must not be exceeded. Passenger loading and unloading is permitted with rotors turning. Passengers will be given a UH-1H specific detailed oral safety briefing. The briefing shall be given by a qualified ground crewmember.

## **B-17/B-25 Specific Rules and Briefings**

Decades of YAM operational experience has shown that a third crewmember (Crew Chief or qualified Cabin Crew Member) is mandatory for all B-17 and B-25 flights. In addition to monitoring passenger activity, assistance is required during in-flight emergencies. These duties include hand-cranking the landing gear, operating fuel cross-feed and other systems. In addition, a third pair of eyes is invaluable for monitoring engine performance, as well as scanning for other aircraft.

- B-17 and B-25 bomb bay doors will remain closed during flight with LHFE passengers on board. Advise all B-17 passengers that they are not permitted to leave the catwalk at any time. If objects such as phones, cameras, etc., are accidentally dropped during flight, passengers will be advised to notify a crew member and the dropped object will be retrieved after landing.
- B-17 passengers will be advised to avoid loose objects near the open top hatch (cameras, hats, etc.).



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**Abnormal Passenger Situations (Injury, illness, fear, etc.)**

- In the event a passenger suffers an injury, becomes unruly or dangerous due to fear or other causes and might be a danger to themselves or other passengers, the Pilot in Command shall use his/her best judgment in addressing the situation to include immediately declaring a Medical Emergency and having EMS alerted to the incoming airplane, and, if necessary, land the aircraft at the nearest suitable airport where there is assistance appropriate to the situation. Appropriate authorities shall be notified by the most expedient means. If necessary, call ahead for Law Enforcement assistance.





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## **Sabotage**

Not every possible scenario can be predicted. The following are suggestions to be considered. The exact nature of the threat will determine any response.

### **On the Ground**

- Evacuate the aircraft and escort all passengers out of the area.
- Notify appropriate authorities and maintain aircraft security until the arrival of those authorities.
- Do not reenter the aircraft or allow any unauthorized person or persons to approach the aircraft until it is released by the proper authorities.

### **In Flight**

- Advise ATC and request assistance.
- Land immediately at the nearest suitable airport and evacuate the aircraft and following instructions in the preceding paragraph or instructions given by airport authorities.



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**Bomb Threat Procedures:**

- If possible, land and evacuate the aircraft immediately.
- If an immediate landing is not possible, contact FAA Security through ATC and proceed as follows:
- Keep passengers seated with seat belts fastened.
- After considering aircraft capabilities and distance to the nearest suitable airport, when possible slow to approach speed, configure the aircraft for landing and restrict maneuvering to the minimum for safe operation. (In the event of detonation, the systems required to place the aircraft in landing configuration could be damaged, if the aircraft is preconfigured this problem is eliminated. Flight operations conducted at approach speeds in a level attitude reduces aircraft structural stress to a minimum.
- Proceed to the nearest suitable airport, land and evacuate the aircraft immediately.



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## Hijacking Procedures

The following procedures have been established by YAF and Federal authorities and are provided herein as general crewmember guidance:

- Use best judgment on how to proceed. Drastic action may be necessary depending on the situation
- Squawk 7500 if possible, or transmit a radio message which includes the phrase "N1234 squawking 7500,"
- Controllers may reply Code 7500 by "N1234, you are squawking 7500. Is this intentional?" Respond affirmative or ident and proper authorities will be notified.
- When an in-the-clear radio transmission of a hijacking is received, controllers shall assign Code 7500 to the aircraft
- Notification Procedures at Willow Run: Immediately upon receipt of reliable information that the YAF aircraft has been hijacked, the employee who receives the information shall notify YAF personnel pursuant to the chain of command who will provide all information required by:
  - Police/State/Local
  - FBI/DEA/ATF
  - FAA/DOT/NTSB Officials
  - U.S. Immigration/Customs Officials (if hijacking takes aircraft across U.S. border)
  - Official Representative of Foreign Government, if involved



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**PIC/SIC Illness or Incapacitation**

- In the event the Pilot in Command or Second in Command becomes incapacitated in flight, the following procedure shall be utilized:
- Maintain control of the aircraft, then assist the incapacitated crewmember.
- Remove the affected pilot from the flight deck or restrain him/her so as not to interfere with the flight controls.
- If necessary, a non-pilot may occupy the vacant seat to operate controls not reachable by the pilot.
- Declare an immediate medical emergency and advise them of the nature of the emergency and your intentions, request vectors to the nearest suitable airport and once enroute request to have EMS alerted to the incoming airplane needing medical assistance
- File a Flight Incident Report upon completion of the event



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EMERGENCY EVACUATION

# EMERGENCY EVACUATION



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EMERGENCY EVACUATION

## **Emergency Evacuation Procedures**

The PIC is responsible to ensure a proper briefing and assign responsibility for passenger evacuation. In the large aircraft, this individual will normally be the Crew Chief and/or Cabin Crew. Particular attention must be given to individuals who may need the assistance of another person to exit the aircraft. The person needing assistance may or may not be accompanied. In any case a responsible person will be briefed on emergency exit procedures. This briefing will consist of:

- Location of the nearest emergency exit and how to operate.
- Procedures to be followed so that the person requiring assistance is evacuated without delaying the evacuation of others on board the aircraft.

Note: All passengers carried aboard museum aircraft must be able to enter and egress all YAF aircraft with minimal assistance.



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# **STANDARDIZATION OF OPERATIONS**

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## **Standardization of Operations**

Crewmembers will always adhere to published standardized operating procedures in the conduct of flights. This will ensure that YAF aircraft will be operated according to published established procedures. Standardization also facilitates crewmember expectations of other crewmembers, thereby maximizing crew coordination and efficiency, regardless of changes in crew pairings.

## **Cockpit Resource Management (CRM)**

Experience has shown that a well-managed cockpit environment, including the timely and correct exchange of information between cockpit crewmembers and the proper accomplishment of their appointed tasks, serves as one of the most effective methods by which operational safety can be enhanced. Proper crew coordination and CRM procedures include, but are not limited to the following:

- Accomplishment of all checklists, using response prompts as indicated
- Altitude callouts, in VMC as well as in IFR conditions
- Descent rate and speed management, monitoring, and callouts
- Pre-takeoff and pre-approach briefings
- Navigation and monitoring callouts if applicable
- Responses to abnormal or emergency situations





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## **Use of Approved Checklists**

The use of checklists to assist in the proper operation of the aircraft is mandatory for all flights. Only approved checklists may be used.

Certain portions of the checklists are identified as requiring the use of the "challenge and response" method of accomplishment. Those portions not so identified may be accomplished silently by the pilot monitoring (PM). The pilot completing the checklist (whether silently or by challenge) is responsible that each item is accomplished correctly.

Memory items on checklists are required to be accomplished immediately, from memory, during an emergency and followed up by the appropriate checklist.

During all operations, it is the Pilot Flying's (PF) responsibility to call for all appropriate checklists. The PM will inform the PF if there is abnormal delay in the call for any checklist.

Checklist items will be read in a loud, clear voice and the proper response will be equally clear and understandable. If the proper response is not forthcoming, the crewmember reading the checklist will repeat the challenge, if necessary, until the proper response is provided. Undue haste in the execution of any checklist is neither necessary nor desirable.

Upon completion of each individual checklist, the crewmember completing the checklist will announce, "(Checklist Name) CHECKLIST COMPLETE."

Note: Checklist items may not be skipped to then accomplish the item later. If a normal sequence is interrupted when a long delay is encountered, it may be necessary to re-accomplish the checklist from that point.

**The Cabin Crew or additional pilot may read checklists when directed by the PIC.**

## **Minimum Altitudes**

With exceptions to applicable waivers in place, except for takeoff and landing, minimum altitude for fixed winged aircraft is 1,000 feet AGL. Helicopters may operate at altitudes less than 1,000' but no lower than 500' AGL. Particular attention should be given to subpart F, FAR 91.515 that applies to altitude restrictions for large aircraft (B-17, B-25, and C-47) not on a specific waiver.



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### **Air Show Requirements/Restrictions**

- A PIC or another participating PIC on the same aircraft will attend all airshow briefings.
- During air demonstrations at airshows, pilots will not exceed the following limits:
  - Banks no more than 45 degrees, or as prescribed by airshow operations authorities.
  - Minimum altitude for gear up passes is that prescribed for the local event, but in no case will it be lower than 200 feet AGL.
  - Sink rates will not exceed 1000 FPM when less than 1000 feet AGL.



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ACCIDENTS, INJURIES,  
NOTIFICATIONS

# **ACCIDENTS, INJURIES, NOTIFICATIONS**



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ACCIDENTS, INJURIES,  
NOTIFICATIONS

## **Aircraft Accidents and/or Injuries**

Serious accidents and/or injuries will be reported immediately as outlined below:

- Notify 911, the nearest Fire/ Rescue, or Law Enforcement Agency.
- Notify the nearest National Transportation Safety Board Field Office as outlined in NTSB Part 830 Subpart B as found in paragraph 50.20.1 of this manual.
- Notify the nearest FAA FSDO.
- Notify YAF Headquarters 734-483-4030
- Chairman of the Board – Ray Hunter 734-645-3187
- President/CEO/Executive Director – Kevin Walsh 734-637-8880
- Director of Flight Operations – Jon Rule 734-717-0515



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Original  
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### **Immediate Action Response to Serious Accidents/Injuries**

- If a serious accident or injury occurs, common sense should always prevail. A suggested course of action for the first person on the scene is as follows:
- Remove all the persons from the aircraft to a safe distance upwind and provide proper protection using blankets, etc.
- Take steps to provide first aid until the arrival of rescue/medical personnel and ambulances.
- Take steps to prevent disturbance of the aircraft by anyone until the arrival of a representative of the FAA and/or NTSB.
- Prohibit all smoking in the area.
- Write down or photograph all pertinent information which might be subject to change.
- If possible, obtain written statements from any eyewitnesses of the accident.
- **Do not make any statements to anyone regarding cause or responsibility for the accident.**



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## **Reporting**

The Pilot-in-Command will make a written report of all accidents and/or injuries immediately upon his return to Willow Run, or as soon thereafter as is possible. This report will be submitted through the Director of Flight Operations and will include all the pertinent information regarding the accident and/or injury. If the incident involves non-YAF personnel or equipment, the Pilot-in-Command will secure the following information:

- Names and addresses of personnel involved.
- Extent of damage and/or injuries,
- Names and addresses of employers or owners.
- Statements from any eyewitnesses.

**Reporting under this paragraph will require submission of a similar report (Flight Incident Report or Hazard Incident Report) under the provisions of the Yankee Air Force Safety Management System to ensure the YAF Safety Committee follows up on the incident.**



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## **FAA/NTSB ACCIDENT NOTIFICATION REQUIREMENTS**

From the time any person boards the aircraft with the intention to fly until all such persons have disembarked, the occurrence of any of the following require the Yankee Air Force to notify the FAA and National Transportation Safety Board:

- An aircraft accident, as defined in NTSB Part 830.
- A flight control system malfunction or failure.
- The inability of any required flight crewmember to perform his normal flight duties because of injury or illness.
- In-flight fire.
- Aircraft collide in flight.
- Damage to property (other than an aircraft) if the cost of repair is estimated to exceed \$25,000. If the property is considered a total loss, then notification is required if the lesser of the estimated repair cost or its fair market value exceeds \$25,000.
- An aircraft is overdue (45 minutes late or beyond its programmed fuel endurance time, whichever is less) and is believed to have been involved in an accident.
- YAF personnel will notify the controlling FAA FSDO and NTSB in the most expeditious means available as follows:
  - The Pilot-in-Command (PIC) shall notify the Director of Flight Operations, who will immediately notify the controlling FAA FSDO and NTSB.
  - If the PIC cannot immediately contact the Director of Flight Operations, the PIC will immediately notify the controlling FAA FSDO and other parties, as necessary.
  - If the Director of Flight Operations has good reason to believe the PIC cannot contact him, and that one of the occurrences requiring notification has happened, he will immediately notify the FAA. This notification may be through the FAA (ATC or FSDO), if possible; or may be direct to the NTSB, if necessary.
  - Pilots are encouraged to file an ASRS form after any deviation, incident or suspected possible violation of any FAR.



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### **Pilot Deviation Notification**

- Any YAF pilot who declares an emergency and deviates from any Federal Aviation Regulation while on duty will immediately write a complete report of the aircraft operation involved. The pilot will include a description of the deviation taken and the reasons for it. This information will be sent to the following address no later than ten business days after the day of the deviation with a copy to the Director of Flight Operations
- East Michigan Flight Standards District Office  
8800 Beck Road-Eastside Belleville, Michigan 48111  
Phone: (734) 487-7222. Fax: (734) 487-7221

**Reporting under this paragraph will require submission of a similar report (Flight Incident Report or Hazard Incident Report) under the provisions of the Yankee Air Force Safety Management System to ensure the YAF Safety Committee follows up on the incident.**





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## **Mandatory East Michigan FSDO Aircraft Malfunction Notification**

YAF will notify the East Michigan FSDO within 24 hours of any of the following occurrences by written report, by electronic mail, or by facsimile.

- Each in-flight fire in any system or area that requires activation of any fire suppression system or discharge of a portable fire extinguisher.
- Exhaust system component failure including the turbocharger components that causes damage to any engine, structure, cowling, or components.
- Each airplane component or system that causes, during flight, accumulation or circulation of noxious fumes, smoke, or vapor in any portion of the cabin or crew area.
- Except for training, each occurrence of engine shutdown or propeller feathering, and the reason for such shutdown or feathering.
- Each failure of the propeller governing systems or feathering systems.
- Any landing gear system or component failures or malfunctions, which require use of emergency or standby extension systems.
- Each failure or malfunction of the wheel brake system that causes loss of brake control on the ground.
- Each airplane structure that requires major repair due to damage, deformation, or corrosion and the method of repair.
- Each failure or malfunction of the fuel system, tanks, pumps, or valves.
- Each malfunction, failure, or defect in any system or component that requires taking emergency action of any type during any flight

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# APPENDICES



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## **APPENDIX #1**

### **Formation Flight Briefing Checklist**

1. Weather (departure, enroute, destination)
2. Call Signs (position in formation)
3. Mission
4. Engine Start Time (time hack)
5. Radio Frequencies and Check-in Procedures
6. Taxi/Takeoff/Transponder Procedures
7. Abort Procedures/Alternate Mission
8. Type Formation to be Flown, Aircraft Proximity
9. Join-Up Procedures
10. Route to be Flown
11. Altitude/Airspeed (climb-out/join-up/cruise)
12. Rendezvous Location
13. Designated Alternate Leader
14. Approach and Landing Procedures
15. Emergency Procedures (loss of visual contact)
16. Radio Failure Procedures



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## APPENDIX #2

### C-47 Sightseeing Program Requirements

The Yankee Air Force is authorized to conduct sightseeing flights in the C-47 to the general public under a Letter of Authorization for Operators under 14 CFR Part 91.147.

These flights will be operated under restrictions like those found in the Living History Flight Exemption. Flights will be operated as follows:

- Day VFR only
- Within 25 Statute miles of the departure airport
- Are limited to 12 passengers
- Runway length must at least 4,000' long and at least 75' wide. Exceptions to this limitation may be authorized by the Chief Pilot when he assigns the PIC for a flight.

**Flight Crew Qualifications.** To act as a pilot on the C-47 operating under the 91.147 LOA, a pilot must complete the following requirements.

To operate as Pilot in Command, pilots:

- Must be a member of the Yankee Air Force.
- Must have attended the annual C-47 ground school within the preceding 12 months
- Must possess a First or Second Class FAA medical certificate issued within 12 months of any YAF flight.
- Must have a multiengine ATP with a DC-3 type rating.
- Must have completed a 61.58 Proficiency Check in the C-47 within the preceding 24 calendar months. This check must have been administered by a FAA designated Pilot Proficiency Examiner.
- Within the preceding 12 calendar months must have completed either a 61.58 check in the C-47 or a 61.58 equivalent check in another multi-crewed aircraft and a VFR Check as PIC.
- Must be enrolled in the YAF FAA approved Drug Testing Program

To operate as Second in Command, pilots:

- Must be a member of the Yankee Air Force.
- Must have attended the annual C-47 ground school within the preceding 12 months
- Must have a commercial with instrument and multiengine ratings.



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- Must possess a First or Second Class FAA medical certificate issued within 12 months of any YAF flight.
- Must have completed a VFR Competency Check as SIC under the guidelines of 135.293 in the C-47 within the preceding 12 calendar months. This check must be administered by a FAA designated Pilot Proficiency Examiner.
- Must be enrolled in a YAF FAA approved Drug Testing Program

Note: Pilots meeting PIC requirements are considered qualified to act as SIC.

To operate as Cabin Crew:

- Must have attended the annual C-47 ground school within the preceding 12 months
- Must be familiar with C-47 Pre-flight duties as determined by the Yankee Air Force C-47 Maintenance Program.

## APPENDIX #3

### Ford Trimotor Sightseeing Program Requirements

The Yankee Air Force is authorized to conduct sightseeing flights in the Ford Trimotor to the public under a Letter of Authorization for Operators under 14 CFR Part 91.147.

These flights will be operated under restrictions like those found in the Living History Flight Exemption. Flights will be operated as follows:

- Day VFR only
- Within 25 Statute miles of the departure airport
- Are limited to 10 passengers
- Runway length must at least 3,000' long and at least 50' wide. Exceptions to this limitation may be authorized by the Chief Pilot when he assigns the PIC for a flight.

**Flight Crew Qualifications.** To act as a pilot on the Ford Trimotor operating under the 91.147 LOA, a pilot must complete the following requirements.

To operate as Pilot in Command, pilots:

- Must be a member of the Yankee Air Force.
- Must have attended the annual Ford Trimotor ground school within the preceding 12 months
- Must possess a First or Second Class FAA medical certificate issued within 12 months of any YAF flight.
- Have at least a total of 5,000 hours of aeronautical flight experience, 2,500 hours of aeronautical flight experience in multiengine land airplanes, 2,000 hours of multi-engine PIC time, and 1,500 hours in a tailwheel aircraft.
- Must have completed a check in the Ford Trimotor within the preceding 12 calendar months. This check must have been administered by a FAA designated multiengine instructor rated in the airplane.
- Must be enrolled in the YAF FAA approved Drug Testing Program



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## **APPENDIX #4**

### **Living History Flight Experience (LHFE) Pilot Certification & Experience Requirements**

#### **B-17, B-25 LHFE Pilot Requirements**

##### **PIC Requirements**

- Must be a member of the Yankee Air Force
- Each PIC must hold at least an airline transport pilot certificate with an airplane multiengine land rating, and a B-17 or B-25, as appropriate, unrestricted type rating.
- Must possess a minimum Second Class FAA medical certificate.
- Have completed within the previous 12 calendar months, Yankee Air Force's PIC qualification and recurrent flight and ground training program in the B-17 or B-25, as appropriate, for which PIC privileges are sought.
- Have completed within the previous 12 calendar months, Yankee Air Force's PIC proficiency check in the B-17 or B-25, as appropriate, for which PIC privileges are sought.
- Have accomplished within the previous 90 days, three takeoffs and three landings to a full stop in a B-17 or touch and goes in a B-25, as appropriate, for which PIC privileges are sought.
- For initial PIC qualification in a B-17 or B-25, as appropriate, or if the pilot has allowed his/her takeoff and landing currency to lapse in a B-17 or B-25, as appropriate, the takeoff and landing currency may not be accomplished during passenger-carrying operations.

##### **SIC Requirements**

- Must be a member of the Yankee Air Force.
- Each SIC must hold at least an unrestricted commercial pilot certificate with an airplane multiengine land rating and an airplane instrument rating.
- Must possess a minimum Second Class FAA medical certificate.
- Have completed within the previous 12 calendar months, Yankee Air Force's SIC qualification and recurrent flight and ground training program in a B-17 or B-25, as appropriate, for which SIC privileges are sought.





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- Have completed within the previous 12 calendar months, Yankee Air Force's SIC proficiency check in a B-17 or B-25, as appropriate, for which SIC privileges are sought.
- Have accomplished within the previous 12 calendar months, three takeoffs and three landings to a full stop in a B-17 or B-25, as appropriate, for which SIC privileges are sought.
- For initial SIC qualification in a B-17 or B-25, as appropriate, or if the pilot has allowed his/her takeoff and landing currency to lapse in a B-17 or B-25, as appropriate, the takeoff and landing currency may not be accomplished during passenger-carrying operations.

### **Currency and Flight Evaluations**

Fixed wing LHFE pilots will maintain currency in accordance with 14 CFR Part 61. Currency may not be attained on LHFE flights. Currency flights will be scheduled as necessary to retain 90-day landing currency for PIC, 12 months for SIC. PICs must complete a 61.58 Proficiency Check within the previous 24 calendar months in a specific aircraft. A PIC may complete a 61.58 Proficiency Check in another multi-crewed aircraft of the same class within the preceding 12 calendar months under the guidelines of Part 135.293 (b). The 61.58 pilot proficiency check will be conducted by an FAA inspector or an FAA Designated Pilot Examiner or Pilot Proficiency Examiner, qualified in the aircraft in question. Part 135 VFR checks will be required for both PICs and SICs. (8900.1, Volume 3, Chapter 19, Section 7, Table 3-70)

All LHFE PICs in the B-17 and B-25 will receive an annual proficiency evaluation in accordance with the "Airline Transport Pilot and Type Rating ACS." The purpose of this training is to ensure that the pilot group maintains the highest standards of proficiency.

After completion of the proficiency check (in accordance with Part 14 CFR 61.58/Exemption 18526) the examiner will complete FAA Form 8410-1. The original will be given to the applicant and a copy will be placed in the airman's file. See attachment 1, FAA Form 8410-1. PIC and SIC Part 135 VFR checks will be documented on YAF AIRMAN VFR CHECK FORM 100 and placed in airman's file. See attachment 2.



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APPENDICES

## **UH-1H LHFE Pilot Requirements**

- Must be a member of the Yankee Air Force.
- Each UH-1H PIC must hold at least a Commercial Pilot Certificate with Rotorcraft rating and must have at least 1,000 total flight hours, 500 of which are in helicopter and 25 hours of Bell UH-1 helicopter time prior to becoming a PIC.
- Must possess a minimum Second Class FAA medical certificate.
- Have completed within the previous 12 calendar months, Yankee Air Force's PIC qualification and recurrent flight and ground training program in the UH-1H.
- Have completed within the previous 12 calendar months, Yankee Air Force's PIC proficiency check in the UH-1H.
- Have accomplished within the previous 90 days, three takeoffs, and three landings to a full stop in the UH-1H.
- For initial PIC qualification in a UH-1H or if the pilot has allowed his/her takeoff and landing currency to lapse, the currency may not be accomplished during passenger-carrying operations.

## **Currency and Flight Evaluations**

See Attachment 3, Page 90.1.4



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# ATTACHMENTS



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AIRMAN PROFICIENCY/QUALIFICATION CHECK				DATE OF CHECK	
				LOCATION	
NAME OF AIRMAN (Last, first, middle initial)				TYPE OF CHECK 61.58	
EMPLOYED BY Yankee Air Museum		BASED AT (City and State) Ypsilanti, Mi. KYIP		TYPE AIRCRAFT/SIMULATOR USED	
NAME OF CHECK AIRMAN				BLOCK TIME	
FLIGHT MANEUVERS GRADE (S - Satisfactory U - Unsatisfactory)					
PILOT			FLIGHT ENGINEER		
S - SATISFACTORY W - WAIVER (See Appendix F to 121)	U - UNSATISFACTORY		S	U	
PREFLIGHT			ITEM		
1. EQUIPMENT EXAMINATION (Oral or written)			1. EQUIPMENT EXAM (Oral) (Written)		
2. * PREFLIGHT INSPECTION			2. PREFLIGHT CHECK OF AIRCRAFT		
3. TAXIING			3. COMPUTATION OF FUEL LOAD & FUEL LOADING		
4. POWERPLANT CHECKS			4. COMPLETION OF COMPANY APPROVED FORMS		
TAKEOFFS			5. STARTING, TAXI, AND RUNUP		
5. NORMAL			6. POWERPLANT AND PROPELLER CONTROL		
6. INSTRUMENT			7. CRUISE CONTROL AND COMPUTATIONS		
7. CROSSWIND			8. AIRCRAFT/POWERPLANT OPERATION ANALYSIS		
8. WITH SIMULATED POWERPLANT FAILURE			9. FUEL SYSTEM MANAGEMENT		
9. * REJECTED TAKEOFF			10. AIR CONDITION & PRESSURIZATION CONTROL		
INSTRUMENT PROCEDURES			11. ELECTRICAL SYSTEM OPERATION		
10. * AREA DEPARTURE			12. POWERPLANT FIRE CONTROL		
11. * HOLDING			13. EMERGENCY GEAR AND FLAP EXTENSION		
12. * AREA ARRIVAL			14. HEATER FIRE AND CARGO COMPARTMENT FIRE		
13. ILS APPROACHES			15. SMOKE EVACUATION		
14. OTHER INSTRUMENT APPROACHES			16. EMERGENCY DEPRESSURIZATION		
15. CIRCLING APPROACHES			17. FUEL DUMPING PROCEDURE		
16. MISSED APPROACHES			18. POWERPLANT SHUTDOWN AND RESTART		
INFLIGHT MANEUVERS			19. DEICING AND ANTI-ICING		
17. * STEEP TURNS			20. LOCATION AND USE OF EMERGENCY EQUIPMENT		
18. * APPROACHES TO STALLS			21. EMERGENCIES-HYDRAULIC, PRESSURIZATION, ETC.		
19. * SPECIFIC FLIGHT CHARACTERISTICS			22. CREW COORDINATION AND MONITORING		
20. POWERPLANT FAILURE					
LANDINGS			REMARKS		
21. NORMAL			This check ride satisfies the requirements of Part 61.58 PIC proficiency check. This check also satisfies the requirement for a flight review as required by Part 61.56.		
22. FROM AN ILS			Certificate:		
23. CROSSWIND			Class Medical Certificate:		
24. WITH SIMULATED POWERPLANT(S) FAILURE			Issue Date:		
25. REJECTED LANDING			Drivers License:		
26. FROM CIRCLING APPROACH			Expiration Date:		
27. NORMAL AND ABNORMAL PROCEDURES			Address:		
28. EMERGENCY PROCEDURES			Oral Exam:		
29. JUDGEMENT					
30. HOVERING MANEUVERS					
31. RAPID DECELERATIONS (Quick stops)					
32. AUTOROTATIONS (Single engine helo. only)					
Items that may be waived are indicated by an asterisk (*) See Appendix F to FAR 121. All applicable items must be graded S, U or W.					
RESULT OF CHECK		APPROVED DISAPPROVED		CHECK AIRMAN'S PERFORMANCE	
				SATISFACTORY UNSATISFACTORY	
REGION		DISTRICT OFFICE		INSPECTOR'S SIGNATURE	

FAA Form 8410-1 (3-12) Supersedes Previous Edition



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<b>Yankee Air Force Form 100, 1 Jan 2020</b>			DATE OF CHECK:		
<b>AIRMAN VFR CHECK - Airplane</b>			LOCATION:		
NAME OF AIRMAN (Last, First, Middle Initial):			TYPE OF CHECK: VFR Check		
AIRMAN'S SIGNATURE:	YAM MEMBERSHIP #	TYPE OF AIRCRAFT:			
NAME OF CHECK AIRMAN (PRINT & SIGN):			BLOCK TIME:		
FLIGHT MANEUVERS: (S-Satisfactory U-Unsatisfactory)					
P=PIC B=BOTH PIC/SIC					
<b>WRITTEN OR ORAL TEST</b>	<b>S</b>	<b>U</b>	<b>LANDINGS AND APPROACHES TO LANDING</b>	<b>S</b>	<b>U</b>
135.293 INITIAL AND RECURRENT PILOT TESTING REQUIREMENTS (B)			NORMAL (B)		
<b>GROUND OPERATIONS</b>			CROSSWIND (B)		
PREFLIGHT INSPECTION (B)			LANDING WITH ENGINE OUT (B)		
START PROCEDURES (B)			50% ENGINE INOPERATIVE LANDING (P)		
TAXIING/RUNWAY OPERATIONS (B)			SHORT FIELD LANDING (P)		
PRETAKE CHECKS (B)			NO-FLAP APPROACH (P)		
<b>TAKEOFF AND DEPARTURES</b>					
NORMAL TAKEOFF (B)					
CROSSWIND TAKEOFF (B)			<b>NON-NORMAL AND EMERGENCY PROCEDURES</b>		
TAKEOFF WITH POWERPLANT FAILURE (B)			SYSTEM MALFUNCTION (B)		
REJECTED TAKEOFF (P)			MANEUVER BY PARTIAL PANEL (B)		
SHORTFIELD (P)			UNUSUAL ATTITUDE RECOVERY (B)		
			EMERGENCY LANDING (B)		
<b>INFLIGHT MANEUVERS</b>			INSTRUMENT APPROACH (B)		
STEEP TURNS (P)					
STALL PREVENTION/APPROACH TO STALLS (B)					
POWERPLANT FAILURE IN FLIGHT (P)					
50% ENGINE INOPERATIVE LANDING (P)					
<b>INSTRUMENT PROCEDURES</b>					
ONE INSTRUMENT APPROACH (non-normal/emergency procedures) (B)			<b>REMARKS:</b>  This part 135 VFR check conducted in accordance with FAA Order 8900.1 Volume 3, chapter 19, section 7, paragraph 3-70. This check is required by FAA Exemption 18526 for LHFE passenger flights.  Certificate: Class Medical Certificate: Issue Date: Driver's License: Expiration Date:  Oral Exam:		
<b>RESULT OF CHECK</b>		APPROVED	<b>CHECK AIRMAN'S PERFORMANCE</b>		SATISFACTORY
		DISAPPROVED			UNSATISFACTORY





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<b>Yankee Air Force Form 100A, 1 Jan 2020</b>				DATE OF CHECK:	
<b>AIRMAN VFR CHECK - Helicopter</b>				LOCATION:	
NAME OF AIRMAN (Last, First, Middle Initial):				TYPE OF CHECK: VFR Check	
YANKEE AIR MUSEUM MEMBER		MEMBERSHIP #		TYPE OF AIRCRAFT:	
NAME OF CHECK AIRMAN:				BLOCK TIME:	
FLIGHT MANEUVERS: (S-Satisfactory U-Unsatisfactory)					
<b>WRITTEN OR ORAL TEST</b>	<b>S</b>	<b>U</b>	<b>NON-NORMAL AND EMERGENCY PROCEDURES CONTINUED</b>	<b>S</b>	<b>U</b>
135.293 INITIAL AND RECURRENT PILOT TESTING REQUIREMENTS			POWER FAILURE AND AUTOROTATION TO A POWER RECOVERY		
<b>GROUND OPERATIONS</b>			HOVERING AUTOROTATIONS		
PREFLIGHT INSPECTION			TAIL ROTOR FAILURE		
START PROCEDURES			DYNAMIC ROLLOVER		
TAXIING/RUNWAY OPERATIONS and GROUND HOVER			LOW ROTOR RPM		
PRETAKEOFF CHECKS			ANTI-TORQUE SYSTEM FAILURE		
<b>TAKEOFF AND DEPARTURES</b>			CONFINED AREA OPERATIONS		
NORMAL TAKEOFF			PINNACLE OPERATIONS		
RAPID DECELERATION			SLOPE OPERATIONS		
<b>INFLIGHT MANEUVERS</b>					
SETTLING WITH POWER					
UNUSUAL ATTITUDE RECOVERY					
			REMARKS:		
			This VFR check conducted in accordance with FAA Order 8900.1 Volume 3, chapter 19, section 7, paragraph 3-71. This check is required by FAA Exemption 18526 for LHFE passenger flights.		
<b>LANDINGS AND APPROACHES TO LANDINGS</b>			Certificate:		
NORMAL			Class Medical Certificate: Issue Date:		
			Driver's License: Expiration Date:		
			Address:		
<b>NON-NORMAL AND EMERGENCY PROCEDURES</b>			Oral Exam:		
SYSTEM RECOVERY			Airman Signature:		
RECOVERY FROM IIMC					
<b>RESULT OF CHECK</b>	APPROVED		<b>CHECK AIRMAN'S PERFORMANCE</b>	SATISFACTORY	
	DISAPPROVED			UNSATISFACTORY	



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<b>Yankee Air Force Form 100C, 1 APR 2020</b> <b>B-17 Cabin Crew Training Record</b>			DATE OF INSTRUCTION:		
			LOCATION:		
NAME OF CREW CHIEF (Last, First, Middle Initial):			EMAIL		
YANKEE AIR MUSEUM MEMBERSHIP NUMBER	#				
NAME OF INSTRUCTOR:			INSTRUCTOR SIGNATURE:		
TRAINING TOPICS NOTES. Column A – Training covered in Annual Ground School Column B – Training covered in the aircraft					
<b>NORMAL PROCEDURES</b>	<b>A</b>	<b>B</b>	<b>ABNORMAL AND EMERGENCY PROCEDURES</b>	<b>A</b>	<b>B</b>
<b>GROUND OPERATIONS</b>			<b>AIRBORNE OPERATIONS</b>		
PREFLIGHT OPERATIONS		*	FUEL TRANSFER OPERATIONS		*
FUEL AND OIL TANK CHECKS		*	EMERGENCY GEAR EXTENSION		*
START PROCEDURES		*	CABIN FIRE	*	*
FIRE ON ENGINE START PROCEDURES	*		COCKPIT FIRE	*	*
AWARENESS DURING TAXI OPERATIONS	*		NOSE COMPARTMENT FIRE	*	*
GROUND HAND SIGNALS	*		EMERGENCY CHECKLIST COORDINATION	*	*
TAIL WHEEL LOCK LEVER OPERATION		*	FIRST AID KIT LOCATIONS		*
STERILE COCKPIT RULES	*		HYDRAULIC PUMP MALFUNCTIONS		*
CREW COORDINATION/CHECKLIST MONITORING	*		INCAPACITATED CREWMEMBER	*	
RAMP AREA SAFETY CHECK	*		INCAPACITATED PASSENGER	*	
			HIJACKING	*	
			BALL TURRET JETTISON PROCEDURES		*
<b>PASSENGER OPERATIONS</b>			<b>GROUND OPERATIONS</b>		
NORMAL PASSENGER BRIEFINGS	*	*	EMERGENCY EVACUATION	*	*
PASSENGER MOVEMENT IN CABIN	*	*			
PASSENGER PROTOCOL	*				
<b>FLIGHT OPERATIONS</b>			<b>REMARKS:</b>  This training conducted in accordance with LHFE Exemption 18526 and Yankee Air Museum Flight Operations and Training Manuals. This training is required by FAA Exemption for LHFE passenger flights.  I certify that I have received training in the items listed on this form.  Signature _____ Date _____		
ENGINE CONTROLS FUNCTION AND OPERATION		*			
HEADSET PROCEDURES		*			
ENGINE INSTRUMENT MONITORING/AWARENESS		*			
CREW COORDINATION/CHECKLIST MONITORING		*			
<b>MISCELLANEOUS</b>					
SAFETY MANAGEMENT SYSTEM	*				
HAZARD FORMS AND REPORTS	*				
FLIGHT LOG COMPLETION	*	*			
WHITE BOOK CONTENT AND LOCATION	*	*			
FLIGHT OPS WEB SITE REVIEW	*				
<b>CHIEF PILOT REVIEW</b>			<b>DIR FLT OPS REVIEW</b>		



JANUARY 1, 2021

90.1.6  
Original  
ATTACHMENTS

<b>Yankee Air Force Form 100D, 1 APR 2020</b> <b>B-25 Cabin Crew</b> <b>Training Record</b>			DATE OF INSTRUCTION:		
			LOCATION:		
NAME OF CREW CHIEF (Last, First, Middle Initial):			EMAIL		
YANKEE AIR MUSEUM MEMBERSHIP NUMBER	#				
NAME OF INSTRUCTOR:			INSTRUCTOR SIGNATURE:		
TRAINING TOPICS: Column A – Training covered in Annual Ground School Column B – Training covered in the aircraft.					
<b>NORMAL PROCEDURES</b>	<b>A</b>	<b>B</b>	<b>ABNORMAL AND EMERGENCY PROCEDURES</b>	<b>A</b>	<b>B</b>
<b>GROUND OPERATIONS</b>			<b>AIRBORNE OPERATIONS</b>		
PREFLIGHT OPERATIONS		*			
FUEL AND OIL TANK CHECKS		*	EMERGENCY GEAR EXTENSION		*
START PROCEDURES		*	CABIN FIRE	*	*
FIRE ON ENGINE START PROCEDURES	*		COCKPIT FIRE	*	*
AWARENESS DURING TAXI OPERATIONS	*		NOSE COMPARTMENT FIRE	*	*
GROUND HAND SIGNALS	*		EMERGENCY CHECKLIST COORDINATION	*	*
RAMP AREA SAFETY CHECK	*		FIRST AID KIT LOCATIONS		*
STERILE COCKPIT RULES	*		HJACKING	*	
CREW COORDINATION/CHECKLIST MONITORING	*		INCAPACITATED CREWMEMBER	*	
			INCAPACITATED PASSENGER	*	
<b>PASSENGER OPERATIONS</b>			<b>GROUND OPERATIONS</b>		
NORMAL PASSENGER BRIEFINGS	*	*	EMERGENCY EVACUATION	*	
PASSENGER MOVEMENT IN CABIN	*	*			
PASSENGER PROTOCOL	*				
<b>FLIGHT OPERATIONS</b>			REMARKS:  This training conducted in accordance with LHFE Exemption 18526 and Yankee Air Museum Flight Operations and Training Manuals. This training is required by FAA Exemption for LHFE passenger flights.  I certify that I have received training in the items listed on this form.  Signature _____ Date _____		
ENGINE CONTROLS FUNCTION AND OPERATION		*			
HEADSET PROCEDURES		*			
ENGINE INSTRUMENT MONITORING/AWARENESS		*			
CREW COORDINATION/CHECKLIST MONITORING		*			
<b>MISCELLANEOUS</b>					
SAFETY MANAGEMENT SYSTEM	*				
HAZARD FORMS AND REPORTS	*				
FLIGHT LOG COMPLETION	*	*			
FLIGHT OPS WEB SITE REVIEW	*				
<b>CHIEF PILOT REVIEW</b>			<b>DIR FLT OPS REVIEW</b>		







October 1, 2021

90.1.8  
REVISION 1  
ATTACHMENTS

<b>Yankee Air Force Form 100F, 17 DEC 2021</b>			DATE OF INSTRUCTION:		
<b>UH-1H Cabin Crew Training Record</b>			LOCATION:		
NAME OF CABIN CREW MEMBER (Last, First, Middle Initial):			EMAIL:		
YANKEE AIR MUSEUM MEMBERSHIP NUMBER	#				
NAME OF INSTRUCTOR:			INSTRUCTOR SIGNATURE:		
TRAINING TOPICS: Column A - Covered in Annual Ground school      Column B - Training covered in/around helicopter					
<b>GROUND OPERATIONS</b>	<b>A</b>	<b>B</b>	<b>FLIGHT OPERATIONS</b>	<b>A</b>	<b>B</b>
<b>PREFLIGHT</b>			<b>PASSENGER OPS/SAFETY</b>		
PRIOR TO AIRMAN'S PREFLIGHT			LOADING/UNLOADING PROTOCOL		
DURING AIRMAN'S PREFLIGHT			SEAT BELT OPERATIONS		
FLY AWAY KIT			FIRST AID KIT LOCATIONS		
<b>FLUIDS (CHECK, SAMPLES &amp; FILL)</b>			FIRE EXTINGUISHER LOCATIONS		
FUEL			CARGO DOOR OPERATION		
HYDRAULIC			EMERGENCY EXITS & PROTOCOL		
ENGINE OIL			BRIEFING CARD LOCATION/CONTENT		
MAIN TRANS			<b>OTHER EMERGENCIES</b>		
42 DEGREE GEAR BOX			EMERGENCY AIRCRAFT SHUTDOWN		
90 DEGREE GEAR BOX			COCKPIT CREW INCAPACITATION		
			PASSENGER INCAPACITATION		
<b>GROUND HANDLING</b>			CABIN/COCKPIT FIRE		
ATTACH/OPERATE/REMOVE WHEELS			HIJACKING/SABOTAGE		
ATTACH/REMOVE TOW BAR			<b>COMMS</b>		
TAIL MANIPULATION			SIGNAL DISTRIBUTION PANEL SETTINGS		
MANUAL PUSH/PULL POINTS			CRM PROTOCOL		
			STERILE COCKPIT		
<b>AIRCRAFT STARTUP PROCEDURE</b>			HAND/ARM SIGNALS		
ENGINE COMPARTMENT MONITORING			AIR ADVENTURE COMMS SOP		
ENGINE FIRE DURING START					
<b>AFTER OPS</b>			<b>MISC</b>		
CLEAN MAST & HEAD			SMS		
CLEAN ENGINE DECK			TM SERIES MANUALS		
CLEAN HELL HOLE			FLIGHT OPS WEB SITE		
CLEAN TAIL ROTOR			REMARKS: This training conducted in accordance with LHFE Exemption 18526, Yankee Air Museum Flight Operations and Training Manuals.  I certify that I have received training in the items listed on this form.  Signature _____ Date __/__/__		
CLEAN SKIN & GLASS					
MAIN ROTOR TIE DOWN					
TAIL ROTOR TIE DOWN					
ENGINE EXHAUST					
PITOT TUBE					
DOOR LOCKS					



JANUARY 1, 2021

90.1.9  
Original  
ATTACHMENTS

<b>Yankee Air Force Form 100G, 1 JAN 2021</b> <b>Ford Trimotor Cabin Crew</b> <b>Training Record</b>			DATE OF INSTRUCTION:		
			LOCATION:		
NAME OF CREW CHIEF (Last, First, Middle Initial):			EMAIL		
YANKEE AIR MUSEUM MEMBERSHIP NUMBER	#				
NAME OF INSTRUCTOR:			INSTRUCTOR SIGNATURE:		
TRAINING TOPICS: Column A – Training covered in Annual Ground School Column B – Training covered in the aircraft					
<b>NORMAL PROCEDURES</b>	<b>A</b>	<b>B</b>	<b>ABNORMAL AND EMERGENCY PROCEDURES</b>	<b>A</b>	<b>B</b>
<b>GROUND OPERATIONS</b>			<b>AIRBORNE OPERATIONS</b>		
PREFLIGHT OPERATIONS		*			
FUEL AND OIL TANK CHECKS		*	EMERGENCY GEAR EXTENSION		*
START PROCEDURES		*	CABIN FIRE	*	*
FIRE ON ENGINE START PROCEDURES	*		COCKPIT FIRE	*	*
AWARENESS DURING TAXI OPERATIONS	*		HIJACKING	*	
GROUND HAND SIGNALS	*		EMERGENCY CHECKLIST COORDINATION	*	*
RAMP AREA SAFETY CHECK	*		FIRST AID KIT LOCATIONS		*
STERILE COCKPIT RULES	*		INCAPACITATED PASSENGER	*	
CREW COORDINATION/CHECKLIST MONITORING	*		INCAPACITATED CREWMEMBER	*	
<b>PASSENGER OPERATIONS</b>			<b>GROUND OPERATIONS</b>		
NORMAL PASSENGER BRIEFINGS	*	*	EMERGENCY EVACUATION	*	*
PASSENGER MOVEMENT IN CABIN	*	*			
PASSENGER PROTOCOL	*				
<b>FLIGHT OPERATIONS</b>			REMARKS:  This training conducted in accordance with Yankee Air Museum Flight Operations and Training Manuals. This training is required by East Michigan FSDO Letter of Authority to conduct passenger flights.  I certify that I have received training in the items listed on this form.		
ENGINE CONTROLS FUNCTION AND OPERATION		*			
HEADSET PROCEDURES		*			
ENGINE INSTRUMENT MONITORING/AWARENESS		*			
CREW COORDINATION/CHECKLIST MONITORING		*			
<b>MISCELLANEOUS</b>					
SAFETY MANAGEMENT SYSTEM	*				
HAZARD FORMS AND REPORTS	*				
FLIGHT LOG COMPLETION	*	*			
FLIGHT OPS WEB SITE REVIEW	*	*			
ENTRY INTO THE DRUG TESTING PROGRAM	*				
<b>CHIEF PILOT REVIEW</b>			<b>DIR FLT OPS REVIEW</b>		



JANUARY 1, 2021

90.1.10  
Original  
ATTACHMENTS

## YAF Flight Risk Self-Assessment Pilot Checklist

Question	1 Point	2 Points	3 Points	Points
Age?	Under 50	50-70	Over 70	
Total Flight Time?	Over 1500	300-1500	Under 300	
Flights in last 90 days?	More than 10	4-10	3 or less	
Flight hrs in this acft?	More than 200	50-200	50 or less	
Flights at this airfield?	More than 10	4-10	3 or less	
Hrs of sleep last night?	More than 7	5-7	5 or less	
Hours at the airport?	Less than 8	8-10	10 or more	
Stress level?	Low	Moderate	High	
Hydration/nutrition?	Excellent	Good	Low	
OAT?	65-85 degrees	32-65 or 80-100	<32 or >100	
Density altitude?	<1,500'	1,500'-4000'	>4,000'	
Surface winds?	<10 MPH	10-15 MPH	>15 MPH	
Crosswind component?	<3 MPH	3-10 MPH	>10 MPH	
Aircraft characteristics?	Forgiving	Moderate	Demanding	
Aircraft comfort level?	High	Moderate	Low	
Airport activity tempo?	Low	Moderate	Busy	
Runway length?	Long	Average	Short	
Runway surface?	Smooth, wide, grass	Wide, paved level	Narrow, paved rough	
Runway approaches?	No obstructions	Few, some wind shear potential	Many, high wind shear potential.	
Alternate landing options?	Multiple runways	Nearby airfields	None	
Flight complexity?	Low, LHFE flight, repositioning.	Moderate, flyby, parades.	High, airshow formation.	
			<b>Your Total</b>	

<30 points – Green, 31-45 Points – Yellow, >45 Points – Red



JANUARY 1, 2021

90.1.11  
Original  
ATTACHMENTS

### YANKEE AIR MUSEUM FLIGHT INCIDENT REPORT (FIR)

To: Randy Hotton 734 255-5895 pilotyip@aol.com	From: (Optional)	Date:  Aircraft:
--	---------------------	------------------------

Instructions: Fill out form using additional sheets as necessary. Forward the completed form to the Safety Officer. Thank you for your interest in the Safety Program!

Type of event – check all appropriate responses

<input type="checkbox"/> Human factor error	<input type="checkbox"/> Runway/taxiway excursion	<input type="checkbox"/> Foreign object damage
<input type="checkbox"/> Altitude deviation	<input type="checkbox"/> Runway incursion	<input type="checkbox"/> Severe wake turbulence
<input type="checkbox"/> Navigational deviation	<input type="checkbox"/> Severe turbulence	<input type="checkbox"/> Collision hazard
<input type="checkbox"/> Communication error	<input type="checkbox"/> Severe icing	
<input type="checkbox"/> Crewmember incapacitation		
<input type="checkbox"/> Aborted takeoff	<input type="checkbox"/> Other _____	

Weather conditions – check all appropriate responses

<input type="checkbox"/> IMC	<input type="checkbox"/> Thunderstorm	<input type="checkbox"/> Icing
<input type="checkbox"/> VMC	<input type="checkbox"/> Turbulence	<input type="checkbox"/> Crosswind
<input type="checkbox"/> Precipitation	<input type="checkbox"/> Windshear	<input type="checkbox"/> Other _____

Date/time – check or fill out all appropriate responses

Date: _____
Time: (Local) _____

Mode of flight – check all appropriate responses

<input type="checkbox"/> Ramp	<input type="checkbox"/> Climb	<input type="checkbox"/> Descent
<input type="checkbox"/> Taxi	<input type="checkbox"/> Cruise	<input type="checkbox"/> Approach
<input type="checkbox"/> Takeoff	<input type="checkbox"/> Holding	<input type="checkbox"/> Landing

Action taken - check all appropriate responses

<input type="checkbox"/> Performed emergency procedure	<input type="checkbox"/> Declared emergency	<input type="checkbox"/> Followed checklist
<input type="checkbox"/> In-flight engine shutdown	<input type="checkbox"/> Requested crash/rescue	<input type="checkbox"/> Followed SOP
<input type="checkbox"/> Requested medical assistance	<input type="checkbox"/> Diverted from destination	<input type="checkbox"/> Other _____

Yankee Air Museum Safety Management System – April 2017



90.1.12  
Original  
ATTACHMENTS

7. Crewmember's assessment.

Was the above procedure/checklist adequate for this situation? ☐ Yes ☐ No

Was the training adequate for this situation?

☐ No

☐ Yes

**8. Comments or suggestions:**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Yankee Air Museum Safety Management System – April 2017



JANUARY 1, 2021

90.1.13  
Original  
ATTACHMENTS

**Yankee Air Museum Hazard Identification Report Form (HIR)**

**Part A to be completed by the person identifying the safety issue or hazard.**

Date of event

Local time

Location:

Name of Reporter

Section /  
Organization

**Please fully describe the event or identified hazard:**

Include your suggestions on how to prevent similar occurrences.

In your opinion, what is the likelihood of such an event or similar happening or happening again?

Unlikely  
1

Probable  
2

Likely  
3

What do you consider could be the worst possible consequence if this event did happen or happened again?

Negligible  
1

Serious Incident  
3

Fatal Accident  
5



JANUARY 1, 2021

90.1.14  
Original  
ATTACHMENTS

**Part B To be completed by the Safety Officer.**

The report has been dis-identified and logged.

Report Reference		
Signature		Date:
Name		

If further investigation is needed, perform that now and document on the investigation form.  
This information will support the Safety Committees activities.

**Part C To be completed by the Safety Committee.**

Rate the likelihood of the event occurring or recurring:

Unlikely	Probable	Likely
1	2	3

Rate the most credible worst-case consequences?

Negligible	Serious Incident	Fatal Accident
1	3	5

What action or actions have been or are being taken to prevent the issue or hazard from occurring in the future and/or to mitigate its consequences?

--

Resources required	
Responsibility for Action	

**Agreed and Accepted by**

Chairman of the Board of Directors	Date
Executive Director	Date
Director of Flight Operations	Date

Appropriate Feedback given to staff by Safety Officer	Date
Signed:	

**Follow up action required:**

What	
Who	
When	



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